

Montana School Accreditation Manual

Appendices A – G



Board of Public Education

Published June 2005

APPENDIX A

Clarification of Teaching Assignments



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APPENDIX A

All teachers shall hold a valid Montana teaching certificate.

If you are teaching in the following subjects:	You must be endorsed in: (subject & code number)	Specific credit requirement:
K-8 Elementary Subjects	00 endorsement or subject endorsement which authorizes certificate holder to teach within K-8 level (self-contained or departmentalized).	
Art	Art (83 or 84)	
At-Risk (K-12)	Elementary Education (00) endorsement at K-8 level or appropriate subject areas or Special Education (95) (98)	
Business English	English (20) or Business Education (70, 71 or 72)	
Business Law	Business Education (70, 71 or 72)	
Business Mathematics	Mathematics (40) or Business Education (70, 71 or 72)	
Business—General	Business Education (70, 71 or 72)	
Business—Shorthand, Steno	Business Education (70 or 72)	
Business—Typing	Business Education (70, 71 or 72)	
Business—Bookkeeping	Business Education (70, 71 or 72)	
Civics (5-8)	Any endorsement in Social Studies (10-17)	
Civics (9-12)	Social Studies (10) or Political Science (15) or History-Political Science (17)	15 quarter (10 semester) credits in U.S. government if endorsed in (10)
Computer Applications K-12	Any Endorsement	
Computer Science Programming	Computer Science (41)	
Dramatics	English (20) or Dramatics (22) or Speech-Drama (25)	15 quarter (10 semester) credits in drama if endorsed in (20)
Economics (5-8) Economics (9-12)	Any endorsement in Social Studies (10-17) Social Science (10) or Economics (12) or Economics-Sociology (16)	15 quarter (10 semester) credits in economics if endorsed in (10)
English-Language Arts	English (20)	
Geography (5-8)	Any endorsement in Social Studies (10-17)	
Geography (9-12)	Social Studies (10) or Geography (14)	15 quarter (10 semester) credits in geography if endorsed in (10)
Gifted and Talented	Appropriate subject area	
School Counseling	School Counseling (94, 97 or 97-1)	
Health	P.E. & Health (91 or 92) or Health (93)	15 quarter (10 semester) credits in health if endorsed in (91) or (92)
Journalism	English (20) or Journalism (23)	Course work or experience verifying an understanding of press law, reporting and production in journalism if endorsed in (20)
Library	Library (24 or 26)	
Music	Music (81 or 82)	
Native American Studies	Any endorsement License must be appropriate to level of assignment	15 quarter (10 semester) credits in Native American Studies if licensed as a teacher at the level offered. The utilization of a qualified Native American resource person under the supervision of a licensed teacher can be used in lieu of the 15 credit requirement.

If you are teaching in the following subjects:	You must be endorsed in: (subject & code number)	Specific credit requirement:
American Indian language and Culture	Any endorsement License must be appropriate to level of assignment	15 quarter (10 semester) credits in second language methodology and linguistics <u>for language instruction</u> , or 15 quarter (10 semester) credits in Native American Studies <u>for teaching native culture</u> <u>if</u> licensed as a teacher. The utilization of a qualified Native American resource person under the supervision of a licensed teacher can be used in lieu of the 15 credit requirement.
American Indian Language	Class 7 Specialist License	
Physical Education	P.E. & Health (91 or 92)	
Reading	Reading (27) or English (20)	15 quarter (10 semester) credits in reading if endorsed in (20)
Science—General (5-8)	Any endorsement in Science (50-56)	
Science—General (9-12)	Science (50) or any two Science endorsements (51 through 56)	
Science—Biology (5-8)	Any endorsement in Science (50-56)	
Science—Biology (9-12)	Science (50) or Biological Science (52) or Biology (55)	15 quarter (10 semester) credits in biology if endorsed in (50)
Science—Chemistry (5-8)	Any endorsement in Science (50-56)	
Science—Chemistry (9-12)	Science (50) or Physical Science (51) or Biological Science (52) or Chemistry (54) or Biology (55)	15 quarter (10 semester) credits in chemistry if endorsed in (50), (51), (52) or (55)
Science—Earth (5-8)	Any endorsement in Science (50-56)	
Science—Earth (9-12)	Science (50) or Earth Science (56)	15 quarter (10 semester) credits in earth science if endorsed in (50)
Science—Physical (5-8)	Any endorsement in Science (50-56)	
Science—Physical (9-12)	Science (50) or Physical Science (51) or Chemistry (54) and Physics (53)	15 quarter (10 semester) credits in physical science if endorsed in (50)
Science—Physics (5-8)	Any endorsement in Science (50-56)	
Science—Physics (9-12)	Science (50) or Physical Science (51) or Physics (53)	15 quarter (10 semester) credits in physics if endorsed in (50) or (51)
Social Studies—General (5-8)	Any endorsement in Social Studies (10-17)	
Social Studies—General (9-12)	Social Studies (10) or any two Social Science endorsements (11 through 17)	
Government (5-8)	Any endorsement in Social Studies (10-17)	
Government (9-12)	Social Studies (10) or History (11) or Political Science (15) or History-Political Science (17)	15 quarter (10 semester) credits in U.S. government if endorsed in (10) or (11)
History (5-8)	Any endorsement in Social Studies (10-17)	
History (9-12)	Social Studies (10) or History (11) or History-Political Science (17)	15 quarter (10 semester) credits in history if endorsed in (10)
Problems of Democracy (5-8)	Any endorsement in Social Studies (10-17)	
Problems of Democracy (9-12)	Social Studies (10) or Political Science (15) or History-Political Science (17)	15 quarter (10 semester) credits in government if endorsed in (10)
Psychology (5-8)	Any endorsement in Social Studies (10-17)	
Psychology (9-12)	Social Studies (10) or Psychology (96)	15 quarter (10 semester) credits in psychology if endorsed in (10)
Sociology (5-8)	Any endorsement in Social Studies (10-17)	
Sociology (9-12)	Social Studies (10) or Sociology (13) or Economics-Sociology (16)	15 quarter (10 semester) credits in sociology if endorsed in (10)

If you are teaching in the following subjects:	You must be endorsed in: (subject & code number)	Specific credit requirement:
Special Education	Special Education (95 or 98)	
Speech Communication	English (20) or Speech Communication (21) or Speech-Drama (25)	15 quarter (10 semester) credits in speech if endorsed in (20)
Traffic Education	Traffic Education (99) or any endorsement with the appropriate approval from the Traffic Education Department at the OPI.	Initially 12 quarter (8 semester) credits in traffic education to include basic and advanced traffic education are required without the 99 endorsement
World Languages	Appropriate World Language endorsement (31 through 39 or 43 through 47)	
Title I (Chapter 1)—Identified and Funded Supplemental and Remedial Programs		
If you are teaching in the following subjects:	You must be endorsed in: (subject & code number)	Specific credit requirement:
Remedial Math—Elementary	Elementary Education (00) or Special Education (95 on an elementary license or 98)	
Remedial Math—Secondary	Elementary Education (00) or Special Education (95 on a secondary license or 98) or Mathematics (40) on a secondary license	
Remedial Reading—Elementary	Elementary Education (00) or Reading (27) or Special Education (95 on an elementary license or 98)	
Remedial Reading—Secondary	Elementary Education (00) or Reading (27) or Special Education (95 on a secondary license or 98) or English (20) on a secondary license	15 quarter (10 semester) credits in reading if endorsed in (20)
Remedial Language Arts—Elementary	Elementary Education (00) or Special Education (95 on an elementary license or 98)	
Remedial Language Arts—Secondary	Elementary Education (00) or Special Education (95 on a secondary license or 98) or English (20) on a secondary license	
Trades and Industry/Applied Technology: Teachers of subjects which qualify for vocational funding may be required to have additional specific courses and work experience.		
Auto Body	Tech Ed (68) or IA (62) or T&I (65-04-Auto Body), or Class 4-Auto Body	15 quarter (9 semester) credits in auto body if endorsed in (62) or (68)
Auto Mechanics	Tech Ed (68) or IA (62) or T&I (65-01-Auto Tech), or Class 4-Auto Tech	15 quarter (9 semester) credits in auto mechanics if endorsed in (62), (65), (68)
Building Trades/Maintenance	Tech Ed (68) or IA (62) or T&I (65-50-Building Trades), or T&I (65-203-Building Maintenance) or Class 4-Building Trades	15 quarter (9 semester) credits in building trades/maintenance if endorsed in (62) or (68)
Drafting/CAD	Tech Ed (68) or IA (62) or T&I (65-50-Drafting), or Class 4-Drafting	15 quarter (9 semester) credits in drafting if endorsed in (62) or (68)
Electronics	Tech Ed (68) or IA (62) or T&I (65-10-Electronics), or Class 4-Electronics	15 quarter (9 semester) credits in electronics if endorsed in (62) or (68)

**APPENDIX A
MONTANA LICENSURE CODE
Revised June 2005**

CODES

Class of Certificate

1	Class 1 Teaching
2	Class 2 Teaching
3	Class 3 Administrative
4	Class 4 Vocational
5	Class 5 Alternative
6	Class 6 Specialist
7	Class 7 Specialist
8	Life (no longer issued)
9	Other*

Level of Endorsement

1	Elementary (K-8)
2	Secondary (7-12)
3	Elementary and Secondary (K-12)
4	K-12 (Spec. Ed.) only
8	Secondary (5-12)
9	Other*

ADMINISTRATIVE ENDORSEMENTS

01	Elementary Principal (K-8)	05	Supervisor (7-12) (no longer issued)
015	Principal (K-12)	06	Supervisor (5-12)
02	Secondary Principal (7-12) (no longer issued)	07	Supervisor (K-12)
03	Superintendent (K-12)	08	Secondary Principal (5-12)
04	Supervisor (K-8)		

SPECIALIST ENDORSEMENTS

09	School Psychologist	97	School Counselor (K-12)
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TEACHING ENDORSEMENTS

00	Elementary Curriculum	38-61	Indian Language-Gros Ventre (K-12)
00-A	Permissive Special Competency: Early Childhood	38-62	Indian Language-Assiniboine (K-12)
00-B	Permissive Special Competency: Gifted K-12	38-71	Indian Language-Little Shell (K-12)
10	Social Studies (Broadfield)	38-81	Indian Language-Cheyenne (K-12)
11	History	39	Foreign Language
12	Economics		
13	Sociology	40	Mathematics
14	Geography	41	Computer Science
15	Political Science (American Government)	42	English as a Second Language (K-12)
16	Economics—Sociology	42-1	English as a Second Language
17	History—Political Science	43	French (K-12)
		44	Spanish (K-12)
20	English	45	German (K-12)
21	Speech—Communication	46	Russian (K-12)
22	Dramatics	47	Latin (K-12)
23	Journalism		
24	Library	50	Science (Broadfield)
25	Speech—Drama	51	Physical Science
26	Library (K-12)	52	Biological Science
27	Reading (K-12)	53	Physics
27-1	Reading	54	Chemistry
		55	Biology
31	French	56	Earth Science
32	Spanish		
33	German	61	Agriculture
34	Russian	62	Industrial Arts
35	Latin	63	Family & Consumer Sciences
35-1	Italian	64	Marketing
36	Other Language	65	Trade and Industry
36-1	Other Language-Cree (K-12)	65-01	Trade and Industry—Automotive
38	American Indian Languages (K-12)	65-02	Trade and Industry—Welding
38-11	Indian Language-Assiniboine (K-12)	65-04	Trade and Industry—Auto Body
38-12	Indian Language-Sioux (K-12)	65-05	Trade and Industry—Industrial Mechanic
38-13	Indian Language-Dakota (K-12)	65-06	Trade and Industry—Small Engines
38-21	Indian Language-Blackfeet (K-12)	65-09	Trade and Industry—Heavy Equipment Operator
38-31	Indian Language-Chippewa (K-12)		
38-32	Indian Language-Cree (K-12)	65-10	Trade and Industry—Electronics
38-41	Indian Language-Salish (K-12)	65-11	Trade and Industry—Horticulture
38-42	Indian Language-Kootenai (K-12)	65-12	Trade and Industry—Agriculture Mechanic
38-51	Indian Language-Crow (K-12)	65-20	Trade and Industry—Building Trades

65-23	Trade and Industry—Building Maintenance
65-30	Trade and Industry—Culinary Arts
65-40	Trade and Industry—Metals
65-50	Trade and Industry—Drafting
65-510	Trade and Industry—Computer Information Systems
65-52	Trade and Industry—Graphic Arts
65-531	Trade and Industry—Aviation
65-54	Trade and Industry—Health Occupations
65-58	Trade and Industry—Machining
65-59	Trade and Industry—Diesel Mechanics
68	Technology Education
72	Business Education
81	Music (K-12)
82	Music
83	Art (K-12)
84	Art
91	Physical Education and Health (K-12)
92	Physical Education and Health
93	Health
94	School Counseling (at level)
95	Special Education
96	Psychology
97	School Counseling (K-12)
98	Special Education (P-12)
99	Traffic Education (K-12)

ALTERNATIVE LICENSE:

The Class 5 Alternative is a three-year, nonrenewable license.

The Class 5 Alternative license is not available for the purpose of completing another endorsement area.

The Alternative license is available for teachers, administrators and specialists based on specific requirements for each category and level. Requests for the Alternative license should be directed to the Educator Licensure Division of the Office of Public Instruction.

EMERGENCY AUTHORIZATION OF EMPLOYMENT (EAE):

An Emergency Authorization of employment may be granted to a school district to employ an individual who does not hold a valid teacher license when such district cannot obtain the services of a licensed teacher. Extensive efforts to locate licensed applicants must be verified.

Individuals to be employed under an EAE must fall into one of the following categories:

- a. Must have previously held valid teacher or specialist license (does not apply to a Class 5 Alternative held during the immediate preceding year), or
- b. Must hold a bachelor's degree related to the area for which emergency authorization is sought, or
- c. Must provide acceptable evidence of cultural expertise related to the area for which emergency authorization is sought.

The EAE is valid for one year.

Contact the Educator Licensure Division of the Office of Public Instruction for application material.

APPENDIX B

Accreditation Procedures/ Applications/Forms



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Montana
Office of Public Instruction
Denise Juneau, State Superintendent

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ANNUAL ACCREDITATION PROCESS CALENDAR

The timeline below represents a tentative schedule for the accreditation process. Any changes in a given year will be communicated to the schools and districts as part of the Annual Data Collection (ADC) packet.

- | | |
|------------------------------|---|
| September | <ul style="list-style-type: none">• Schools receive ADC packet from the OPI. |
| October | <ul style="list-style-type: none">• ADC is electronically submitted to the OPI. Immediately upon submission, a Preliminary Accreditation Report is transmitted electronically to the school and/or district. This report provides preliminary determinations of deviations from the accreditation standards.• Class Schedules are sent by mail to the OPI by schools and districts. |
| December 1 | <ul style="list-style-type: none">• Schools and districts need to have submitted any corrections or clarifications concerning deviations identified on the Preliminary Accreditation Report.• Schools that (1) do not submit a completed ADC by this date or (2) continue to employ non-certified staff by this date will be recommended for no higher than a deficiency accreditation status for the current school year. |
| December/
January | <ul style="list-style-type: none">• The OPI staff runs quality checks on data submitted; reviews any other pertinent information; and prepares accreditation recommendations for the Superintendent. |
| February | <ul style="list-style-type: none">• The OPI accreditation staff meets with the Superintendent to finalize accreditation recommendations.• Report is prepared for the Board of Public Education. |
| March | <ul style="list-style-type: none">• State Superintendent makes final recommendations to the Board of Public Education at the March meeting.• The Board of Public Education assigns final status to schools. |
| April | <ul style="list-style-type: none">• The OPI notifies schools of status and requires Deficiency and Advice schools to submit a plan of improvement by August 1. |



REGULAR STATUS CRITERIA

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Purpose

The following criteria will be used when determining the accreditation status to be recommended by the Superintendent of Public Instruction to the Board of Public Education. A school meeting the regular accreditation standards with minor deviations will be recommended for regular status.

10 .55.605.1 Regular Accreditation

- (a) Regular accreditation means the school has:
 - (i) its program aligned to the content and performance standards and program area standards;
 - (ii) licensed staff that are appropriately assigned, and fully utilized;
 - (iii) school programs and resources that are adequate;
 - (iv) facilities that meet appropriate standards; and
 - (v) school trustees, staff, parents, and community that work together to provide a quality education.
- (b) When the school meets the regular accreditation standards with minor deviations, these deviations are noted on the annual accreditation status letter as minor citations when considering the school program in its entirety.



ADVICE STATUS CRITERIA

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Purpose

The following criteria will be used when determining the accreditation status to be recommended by the Superintendent of Public Instruction to the Board of Public Education. A school receiving any **one** citation from the following criteria may be recommended for an advice status.

Licensure

1. A school where more than 5 percent of its total instructional assignments are taught by misassigned staff. All teachers, counselors, librarians and school psychologists are given equal weight in considering misassignments—**first occurrence**.
2. Teachers are not assigned at the levels and/or in the subjects for which their licenses are endorsed. Annual progress and documentation of plan of intent must be provided—**same teacher—third occurrence**.
3. Teacher holding a secondary-level license only is assigned to a self-contained elementary-level classroom—**first occurrence**.
4. Superintendents, principals, administrative assistants or administrative interns do not have proper endorsement and program of study for completion of administrative endorsement.—**first occurrence**.

School Leadership

5. School does not employ, as required by state law, a District Superintendent—**first occurrence**.
6. School does not have the required minimum number administrative FTE—**second occurrence**.

School Program

7. Library services/school counseling services/required programs are not provided—**first occurrence**.
8. School does not provide minimum FTE in library/school counseling programs—**second occurrence**.
9. School does not provide minimum educational programs or subjects are not available or offered to students—**first occurrence**.
10. Schools with 7-8 funding do not meet time requirements; school counselors and librarians are not endorsed and no—**second occurrence**.
Although annual application for 7-8 program approval is not required, districts receiving an advice status with note of this deviation may be required to reapply for program approval to maintain 7-8 funding.
11. Programs assigned to any teacher without appropriate endorsement—**third occurrence**.

School Facilities

12. Facilities create safety and health hazards and inadequate learning conditions—**first occurrence**.
13. Facilities have been cited for violation of uniform fire code by the state fire marshall or local fire department—**third occurrence**.

General

14. School has submitted incomplete or inaccurate reports—**first occurrence**.
15. Any continuing deviations have occurred for three **consecutive** years.
16. Approved variance(s) has not been followed—**first occurrence**.

Action Required

Should a school receive advice status, the local school board must adopt and submit a school improvement plan to the Superintendent of Public Instruction by August 1 of the ensuing school year. This plan must show a systematic procedure for the correction of deviations noted.

Section 20-9-344, MCA, gives the Board of Public Education the authority to withhold distribution of state equalization aid when the district fails to submit required reports or maintain accredited status. Rules 10.67.102 and 10.67.103, ARM, establish the procedures and hearing schedules as adopted by the Board of Public Education.



DEFICIENCY WITH ASSISTANCE STATUS CRITERIA

The following criteria will be used when determining the accreditation status to be recommended by the Superintendent of Public Education to the Board of Public Education. A school receiving any **one** citation from the following criteria may be recommended for deficiency with assistance status.

Licensure

1. Non-licensed teachers/administrators are employed—**first occurrence**.
2. A school where more than 5 percent of its total instructional assignments are taught by misassigned staff. All teachers, counselors, librarians and school psychologists are given equal weight in considering misassignments—**second occurrence**.
3. Teachers are not assigned at the levels and/or in the subjects for which their licenses are endorsed.—**same teacher—fourth occurrence**.
4. Teacher holding a secondary-level license only is assigned to a self-contained elementary-level classroom—**second occurrence**.
5. Superintendents, principals, administrative assistants or administrative interns do not have proper endorsement and program of study for completion of administrative endorsement. Documentation of plan of intent must be provided—**second occurrence**.

School Leadership

6. School does not employ, as required by law, a District Superintendent—**second occurrence**.
7. School does not have the required minimum administrative FTE—**third occurrence**.

School Program

8. Library services/school counseling services/required programs are not provided—**second occurrence**.
9. School does not provide minimum educational programs or subjects are not available or offered to students—**second occurrence**.
10. Schools with 7-8 funding do not meet time requirements; school counselors and librarians are not endorsed and no program of study for completion of endorsement has been provided—**third occurrence**.
Districts receiving a deficiency with assistance accreditation status with note of this deviation may be recommended to the Board of Public Education to rescind 7-8 funding.
11. Programs assigned to any teacher without appropriate endorsement—**fourth occurrence**.

School Facilities

12. Facilities create safety and health hazards and inadequate learning conditions—**second occurrence**.
13. Facilities have been cited for violation of uniform fire code by the state fire marshal or local fire department—**fourth occurrence**.

General

14. School has not submitted required reports—**first occurrence**.
15. School has submitted incomplete or inaccurate reports—**second occurrence**.
16. Any continuing deviations have occurred for four **consecutive** years.
17. Approved variance(s) has not been followed—**second occurrence**.

Action Required

Should a school receive deficiency with assistance status, the local school board must adopt and submit a school improvement plan to the Superintendent of Public Instruction by August 1 of the ensuing school year. This plan must show a systematic procedure for the correction of deviations noted. The school administrators and the chairperson of the board may be required to appear before the Board of Public Education.

Section 20-9-344, MCA, gives the Board of Public Education the authority to withhold distribution of state equalization aid when the district fails to submit required reports or maintain accredited status. Rules 10.67.102 and 10.67.103, ARM, establish the procedures and hearing schedules as adopted by the Board of Public Education.



NONACCREDITED STATUS CRITERIA

Purpose

The following criteria will be used when determining the accreditation status to be recommended by the Superintendent of Public Instruction to the Board of Public Education. A school receiving any **one** citation from the following criteria may be recommended for nonaccredited status.

10 .55.605.5 Nonaccredited

1. Nonaccredited status means that a school on deficiency status fails to document that it has met its improvement plan.
2. Non-licensed staff have been employed—**third occurrence**.
3. Facilities have been cited for violation of uniform fire code by the state fire marshall or local fire department—**fifth occurrence**.
4. Facilities create safety and health hazards and inadequate learning conditions—**third occurrence**.

MIDDLE SCHOOL ACCREDITATION APPROVAL PROCESS

DUE DATE: March 1
To: Office of Public Instruction
Accreditation Division

In approving a program of a school to meet accreditation Rule 10.55.902, the Office of Public Instruction (OPI) will use as a guide the following process:

1. Application from the school district must be received by the Office of Public Instruction, Accreditation Division, by **March 1**. Initial Approval or Approval must be granted prior to incorporation of a middle school program. Materials to be reviewed shall include:
 - a. completed application form
 - b. class schedules
 - c. curriculum guides
2. A committee of OPI personnel will be formed to review application materials.
 - a. Evaluation of materials shall be made in accordance with the actual requirements of Rule 10.55.902.
3. The committee will make a recommendation of approval/denial to the Superintendent of Public Instruction.
4. Recommendations shall include three categories:
 - a. **Initial Approval (one year)**
 - b. Approval (total requirements are met)
 - c. Denial (specific reasons for denial will be given)
 - 1) Initial on-site visitation by the OPI personnel will be established with the school district.
 - 2) A chairperson will be assigned from the OPI personnel to continually work with the district throughout the year to provide assistance, inservice, and to help the school district personnel develop a middle school program that will meet all the requirements of Rule 10.55.902.
 - 3) The OPI and the school district personnel will present their overviews of the middle school program to the Board of Public Education at the scheduled April/May meeting following the initial approval.
 - 4) Following the April/May meeting of the Board of Public Education, the Office of Public Instruction will notify school districts of approval/denial of official middle school accreditation status.



Montana
Office of Public Instruction
Denise Juneau, State Superintendent

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DUE DATE: March 1
To: Office of Public Instruction
Accreditation Division

Program offerings for grades ____ **to** ____
for school year ____ - ____

**Middle Grades Application for Approval
Middle School Program
Through Provisions of
Sections 20-9-311 and 20-9-312, MCA**

OPI USE ONLY

School Dist. Name:	Legal Entity:
School Name:	School Code:
County:	County No.:

Rule 10.55.902 (Basic Education Program)

	Yes	No
1. Are the following program areas required of all students yearly?		
English/Language Arts: literature, reading, writing, speaking and listening, and media literacy.....	<input type="checkbox"/>	<input type="checkbox"/>
Mathematics: written and mental computation and problem solving	<input type="checkbox"/>	<input type="checkbox"/>
Science: broad, basic science approach incorporating the physical and life science disciplines	<input type="checkbox"/>	<input type="checkbox"/>
Social Studies	<input type="checkbox"/>	<input type="checkbox"/>
Health Enhancement: health and physical education.....	<input type="checkbox"/>	<input type="checkbox"/>
2. Are the following required program areas maintained in balance within the curriculum?		
Visual Arts: art history, art criticism, aesthetic perception and production	<input type="checkbox"/>	<input type="checkbox"/>
Music: general, instrumental and vocal (emphasizing comprehensive music elements, music history, criticism, aesthetic perception and music production)	<input type="checkbox"/>	<input type="checkbox"/>
Vocational Technical Education: (please specify) e.g., agriculture, business education, home economics, industrial arts and marketing (computer education, if previously approved)	<input type="checkbox"/>	<input type="checkbox"/>
World Languages....	<input type="checkbox"/>	<input type="checkbox"/>
3. Are exploratory courses (please specify) such as creative writing, dance, drama, and photography offered as electives to all students?	<input type="checkbox"/>	<input type="checkbox"/>
4. Are local learner goals (10.55.602.1h) developed for each required program area (10.55.902)? ...	<input type="checkbox"/>	<input type="checkbox"/>

Rule 10.55.709 (Librarian)

	Yes	No
5. Is the library housed in a central location?	<input type="checkbox"/>	<input type="checkbox"/>
6. Is the librarian endorsed?	<input type="checkbox"/>	<input type="checkbox"/>
7. Is the librarian assigned as follows:		
A. Assigned time is provided for schools with fewer than 125 middle school students, or	<input type="checkbox"/>	<input type="checkbox"/>
B. Assigned half time for schools with 126-250 middle school students, or	<input type="checkbox"/>	<input type="checkbox"/>
C. Assigned full time for schools with 251 to 500 middle school students, or	<input type="checkbox"/>	<input type="checkbox"/>
D. Over 500 middle school students, see Rule 10.55.709(1)(c-f), please attach explanation	<input type="checkbox"/>	<input type="checkbox"/>

Rule 10.55.710 (School Counselor)

Yes No

8. Does the school counselor have a school counseling endorsement? ☐ ☐
9. Are school counseling services provided at the equivalent of one counselor per 400 middle school students? ☐ ☐

Rule 10.55.708(1) (Teaching Assignments)

Yes No

10. Are all teachers assigned at the levels and in the subjects for which their licenses are endorsed? ☐ ☐

Rule 10.55.713(1) (Teacher Load and Class Size)

11. In addition to the school administrator, do you employ a sufficient number of FTEs to allow for varying instructional patterns including, but not limited to, teaming, core curriculum and departmentalization? ☐ ☐
12. Attach a proposed **master schedule** that includes:
- A. Full names of teachers, librarians, counselors and administrator(s).
- B. Number and grade level of students in each subject for each period. Please indicate passing time and number of minutes per instructional period.

NOTE: Applications MUST include a proposed master schedule. If you anticipate staff changes and do not know new employee's name, please identify that teacher's, counselor's or librarian's position. Provide the name of the new employee as soon as that information is available. Please indicate passing time between classes and length of class period separately.

General

13. Curriculum guides are included for each program area..... ☐ ☐
14. Total number of students served in this middle school program.....
15. Grade levels served by this middle school program Grades thru
16. Additional information or comments (if any questions were marked **NO**, please provide an explanation):

CERTIFICATION: The information on this application is correct to the best of my knowledge.

Printed Name/Board of Trustees Chairperson	Signature	Date
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Printed Name/Superintendent (District or County)	Signature	Date
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APPROVAL/DENIAL—OFFICE OF PUBLIC INSTRUCTION

Superintendent of Public Instruction	<input type="checkbox"/> Approval <input type="checkbox"/> Denial	Date
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Authorized Signature	Date
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DUE DATE: June 1
To: Office of Public Instruction
Accreditation Division

**Basic education program for grades
7 and 8 for school year 20__ - 20__**

**Middle Grades Application for Approval
Seventh and Eighth Grade Program
Through Provisions of
Sections 20-9-311 and 20-9-312, MCA**

OPI USE ONLY

School Dist. Name:	Legal Entity:
School Name:	School Code:
County:	County No.:

Rule 10.55.902

		Yes	No
1.	English/Language Arts One unit each year to each grade level.....	<input type="checkbox"/>	<input type="checkbox"/>
2.	Social Studies One unit each year to each grade level.....	<input type="checkbox"/>	<input type="checkbox"/>
3.	Mathematics One unit each year to each grade level.....	<input type="checkbox"/>	<input type="checkbox"/>
4.	Science One unit each year to each grade level.....	<input type="checkbox"/>	<input type="checkbox"/>
5.	Health Enhancement (health and physical education) One-half unit each year to each grade level.....	<input type="checkbox"/>	<input type="checkbox"/>
6.	Visual Arts One-half unit each year to each grade level.....	<input type="checkbox"/>	<input type="checkbox"/>
7.	Music One-half unit each year to each grade level.....	<input type="checkbox"/>	<input type="checkbox"/>
8.	Vocational Technical Education [please specify program(s) below] One-half unit each year to each grade level.....	<input type="checkbox"/>	<input type="checkbox"/>
<hr/>			
9.	World Languages One-half unit each year to each grade level.....	<input type="checkbox"/>	<input type="checkbox"/>

Rule 10.55.906.1(a) a unit of credit is defined as the equivalent of at least 225 minutes per week for one year.

Rule 10.55.709 (Librarian)

	Yes	No
10. Is the library housed in a central location?	<input type="checkbox"/>	<input type="checkbox"/>
11. Is the librarian endorsed?	<input type="checkbox"/>	<input type="checkbox"/>
12. Is the librarian assigned as follows:		
A. Assigned time is provided for schools with fewer than 125 seventh and eighth grade students, or.....	<input type="checkbox"/>	<input type="checkbox"/>
B. Assigned half time for schools with 126 to 250 seventh and eighth grade students, or.....	<input type="checkbox"/>	<input type="checkbox"/>
C. Assigned full time for schools with 251 to 500 seventh and eighth grade students, or.....	<input type="checkbox"/>	<input type="checkbox"/>
D. Over 500 seventh and eighth grade students, see Rule 10.55.709(1)(c-f), please attach explanation	<input type="checkbox"/>	<input type="checkbox"/>

Rule 10.55.710 (School Counselor)

Yes No

13. Does the school counselor have a school counseling endorsement? ☐ ☐14. Are school counseling services provided at the equivalent of
one counselor per 400 students? ☐ ☐**Rule 10.55.708 (Teaching Assignments)**

Yes No

15. Are all teachers assigned at the levels and in the subjects for
which their licenses are endorsed? ☐ ☐**Rule 10.55.713 (Teacher Load and Class Size)**

Yes No

16. In addition to the school administrator, do you employ a sufficient number of
FTEs to allow for varying instructional patterns including, but not limited to,
teaming, core curriculum and departmentalization? ☐ ☐17. Attach a proposed **master schedule** that indicates:

- A. Full names of teachers, librarians, counselors and administrator(s).
- B. Number and grade level of students in each subject for each period.
Please indicate passing time and number of minutes per instructional period.

NOTE: Applications MUST include a proposed master schedule. If you anticipate staff changes and do not know new employee's name, please identify that teacher's, counselor's or librarian's position. Provide the name of the new employee as soon as that information is available. Please indicate passing time between classes and length of class period separately.

General18. Total number of students served in this seventh and eighth grade program 19. Do the curriculum and related learner goals address the requirements
of school program area standards? ☐ ☐

20. Additional information or comments (if any questions were marked NO please provide an explanation):

CERTIFICATION: The information on this application is correct to the best of my knowledge.

Printed Name/Board of Trustees Chairperson	Signature	Date
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Printed Name/Superintendent (District or County)	Signature	Date
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APPROVAL/DENIAL—OFFICE OF PUBLIC INSTRUCTION

Superintendent of Public Instruction	<input type="checkbox"/> Approval <input type="checkbox"/> Denial	Date
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Authorized Signature	Date
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DUE DATE: March 1
To: Office of Public Instruction
Accreditation Division

ALTERNATIVE STANDARD(S) REQUEST
Rule 10.55.604.1

OPI USE

School Dist. Name:	Legal Entity:
School Name:	School Code:
County:	County No.:

Check one:

- ☐ Initial Application
☐ Renewal Application

ONE ALTERNATIVE STANDARD REQUEST PER APPLICATION FORM.

RULE

10.55.604 Variances to Standards (1) A school district may apply to the board of public education through the office of public instruction to implement an alternative to a standard or a section of standards, excluding standards stating a statutory criteria, teacher certification or endorsement or content and performance standards as defined by the board of public education and provided in guidance from the superintendent of public instruction.

PROCESS

- The intent of rule 10.55.604 is to allow locally initiated proposals that better reflect the unique individuality of each district as well as foster innovative approaches to solving educational problems.
- **Application must be made through the Office of Public Instruction.**
- The Board of Public Education must approve the alternative standard(s) prior to implementation in the school program.
- All schools will be notified by the Office of Public Instruction regarding the status of their request after the Board of Public Education has made a determination.

APPROVAL CRITERIA

- The major consideration in determining if a proposed alternative would be acceptable is whether the proposed change or modification shows clearly how it will "meet or exceed" the results under the current standard(s).
- Initial approval will be for a two-year period.
- The district may reapply for a possible five-year approval following an on-site evaluation by the Office of Public Instruction.

PROCEDURE

1. List the accreditation rule to which this request applies, (e.g., 10.55.709 Library Media Services):

- If this application is for Library or Counseling Services:
 - a. Submit a copy of the letter of agreement for contracted services.
 - b. List the name and qualifications of provider (i.e., licensure, education).

c. State the number of visits per year _____, duration of time for each visit _____, resulting in the total hours per year of _____. Provide a calendar for the first year of the alternative request outlining the dates of the visits. An updated calendar shall be submitted to the OPI each year with the Annual Data Collection outlining the dates of the visits.

2. Submit a mission statement (what you hope to accomplish) for this proposed alternative.

3. Provide a detailed description of your alternative plan and how your school will meet or exceed the Program Area Standards and/or Content and Performance Standards.

4. List at least one ***specific, measurable objective*** (for example: affective, cognitive, or psychomotor) that clearly shows how your proposed alternative will meet or exceed the results under the current standard(s).

5. Identify formative measures (the ongoing assessment of teaching and learning *during* the instruction) to be used to evaluate the effectiveness of the alternative.

6. Identify summative measures (the cumulative assessment of teaching and learning *after* the instruction) to be used to evaluate the effectiveness of the alternative.

7. If this is a renewal application, attach a summary of the evaluation data gathered based upon the measurable objective(s) and criteria approved in the initial or previous renewal application.

CERTIFICATION: The information on this application is correct to the best of my knowledge.

Printed Name/Board of Trustees Chairperson	Signature	Date
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Printed Name/Superintendent (District or County)	Signature	Date
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RECOMMENDATION—OFFICE OF PUBLIC INSTRUCTION

Authorized Signature	<input type="checkbox"/> Approval <input type="checkbox"/> Denial	<input type="checkbox"/> 1 year <input type="checkbox"/> 5 years	Date
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APPROVAL/DENIAL—BOARD OF PUBLIC EDUCATION

Chairperson	<input type="checkbox"/> Approval <input type="checkbox"/> Denial	<input type="checkbox"/> 1 year <input type="checkbox"/> 5 years	Date
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APPENDIX C

Student Records



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MAINTAINING STUDENT RECORD CONFIDENTIALITY

REQUIREMENTS AND GUIDELINES FOR STUDENT RECORDS

INTRODUCTION

The basic mandates for student records are:

1. Family Education Rights and Privacy Act (FERPA) and its implementing regulations at 34 CFR 99.
 2. Individuals With Disabilities Education Act (IDEA) and its implementing regulations at 34 CFR 300.
 3. Montana Codes Annotated (MCA) and its implementing regulations in Administrative Rules of Montana (ARM 10.55.909).
 4. No Child Left Behind (NCLB) (20 USC 7165)
- The FERPA applies to all school districts or state-operated programs receiving federal funds. Private schools are subject to FERPA if they receive funds under any federal program.

DEFINITIONS

Directory information: information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. District policy must specify what is included in the directory information which may include the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

Disclosure: to permit access to or the release, transfer, or other communication of education records, or the personally identifiable information contained in those records, to any party, by any means, including oral, written, or electronic means.

Education records: those records that are directly related to a student, contain personally identifiable information and are maintained by the school district or institution or by a party acting for the agency or institution. The term does not include sole possession records of instructional, supervisory, and administrative personnel provided that the record is kept in the sole possession of the maker of the record, and is not accessible or revealed to any other person except a temporary substitute for the maker of the record.

Eligible student: a student who has reached 18 years of age or is attending an institution of postsecondary education.

Records: any information recorded in any way, including, but not limited to, handwriting, print, computer media, video or audio, tape, film, microfilm, and microfiche. (34 CFR 99.3).

RIGHTS

Parent Rights under FERPA. Either parent, including a noncustodial parent, has the right to inspect and review their student's education record unless the school district or institution has been provided with evidence that there is a court order or legally binding document relating to such matters as divorce, separation, or custody that specifically revokes these rights (FERPA 34 CFR 99.4).

Student Rights under FERPA. When a student becomes an eligible student (age 18), the rights accorded to, and consent required of, parents under FERPA transfer from the parents to the student (FERPA 34 CFR 99.5).

SCHOOL DISTRICT REQUIREMENTS

Each school district or educational agency must:

1. adopt an education records policy and implement procedures that meet the standards of FERPA 99.6, 20-1-213 MCA, ARM 10.55.909, and NCLB.
2. annually notify parents and students in attendance of their rights pertaining to student records (FERPA 99.7).

3. provide public notice of directory information and provide parents an opportunity to refuse to allow disclosure of such information (FERPA 99.37).
4. maintain a permanent file on each student (ARM 10.55.909).
5. maintain separate special education records (ARM 10.16.3560, 20-1-213 MCA).
6. under IDEA, protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages [34 CFR 300.572(a)].
7. under IDEA, designate one (1) official to assume responsibility for ensuring the confidentiality of education records [34 CFR 300.572(b)].
8. ensure all persons using education records under IDEA are trained on confidential requirements of IDEA and FERPA [34 CFR 300.572(c)].

ACCESS RIGHTS

The school district shall permit a parent to inspect and review the education records of the student. The school district or institution shall comply with a request for access to records within a reasonable period of time, but in no case more than 45 days after it has received the request (FERPA 99.10), (For IDEA, see also 34 CFR 300.562).

The parents have the right to inspect and review only the information relating to their child (FERPA 99.12), (34 CFR 300.564).

School officials, including teachers of the school district, who have been determined by school board policy to have a legitimate educational interest, have access to a student's education records (34 CFR 99.31).

Fees

A school district or institution may charge a fee for a copy of an education record unless the imposition of a fee effectively prevents a parent from exercising the right to inspect and review the student's education records. A school district may not charge a fee to research or retrieve information (FERPA 99.11) (34 CFR 300.566). (FERPA 99.11), (34 CFR 300.566).

Record of Access

A school district shall maintain a record of each request for access to and each disclosure of information from the education records of each student. The record must include the date of access, the person's name, and the purpose for accessing the record (FERPA 99.32), (For IDEA, see also 34 CFR 300.563).

A record of access does not apply if the request was from, or the disclosure was to, the parent, eligible student, authorized school official, a party with written consent from the parent, or a party seeking directory information (FERPA 99.32, IDEA 34 CFR 300.563).

DISCLOSURE REQUIREMENTS

Prior Consent Required for Disclosure

The parent shall provide a signed and dated written consent before a school district or institution discloses personally identifiable information from the student's education records, except as provided in FERPA 99.31 (ARM 10.16.3571, IDEA 34 CFR 300.571).

Prior Consent Not Required for Disclosure

A school district or institution may disclose personally identifiable information from an education record of a student without the written consent of the parent if the disclosure is:

1. to officials of another school district or institution in which the student seeks to enroll provided that the school district has a notice in its policies that it forwards education records on request to a school in which the student seeks or intends to enroll and the parents receive a copy, if desired, and have an opportunity to challenge the content of the record.
2. for directory information if the school district has given public notice to parents of students in attendance of the types of information that the school has designated as directory information. A parent has the right to refuse in writing to let the agency or institution designate any or all of those types of information about the student as directory information (FERPA 99.37).
3. to organizations conducting studies for, or on behalf of, educational agencies or institutions to develop, validate, or administer predictive tests, administer student aid programs, or improve instruction provided that the studies are conducted in such a manner as will not permit personal identification of students or their parents and the personally identifiable information is destroyed when no longer needed for the purposes for which the study was conducted.
4. to comply with a judicial order or lawfully issued subpoena if the school district or institution makes a reasonable effort to notify the parent of the order or subpoena in advance of compliance.

Disclosure without parent consent may also be made under certain other conditions identified in FERPA 34 CFR 99.31.

Disclosure from Disciplinary Records

ARM 10.55.909 requires records of disciplinary actions (out of school suspensions and expulsions) be kept as part of the student's permanent file. Section 20-1-213, MCA, requires a certified copy of the permanent file be transferred to a school in which the student seeks to enroll (20.USC 7165).

Nothing in FERPA prohibits a school district from disclosing appropriate information concerning disciplinary action taken against a student for conduct that posed a significant risk to the safety or well-being of that student, other students, other members of the community, or teachers and school officials, including teachers and school officials in other schools that have been determined to have legitimate educational interests in the behavior of the student [20 USC 1232g(h)(2)].

Disclosure to Federal and State Officials

Authorized federal and state officials may have access to education records in connection with an audit or evaluation of federal or state-supported education programs, or for the enforcement of, or compliance with, federal legal requirements which relate to those programs (FERPA 34 CFR 99.35).

Disclosure for Health and Safety Emergencies

A school district may disclose information from an education record to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals (FERPA 34 CFR 99.36).

Disclosure to Juvenile Justice System

A school district may disclose information from an education record of a student in response to a written request from the juvenile justice system if the records are needed prior to adjudication and the justice system official certifies in writing that the information will not be disclosed to any other party except as provided under state law without prior written consent of the parent of the student [20 USC 1232g(b)(1)(E)] (FERPA 34 CFR 99.38).

Redisclosure

Except for directory information, a school district may disclose information from an education record only on the condition that the party to whom the information is disclosed will not disclose the information to any other party without the prior consent of the parent (FERPA 99.33).

Transfer of School Records (20-1-213, MCA)

1. Subject to the provisions of the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. 1232g, as amended, and its implementing regulations at 34 CFR, part 99, and to the provisions of the Individuals With Disabilities Education Act, 20 U.S.C. 1411 through 1420, and its implementing regulations at 34 CFR, part 300, local educational agencies and accredited schools shall adopt a policy that a certified copy of the permanent file, as defined by the Board of Public Education, and the file containing special education records of a student will be forwarded by mail or electronically to a local educational agency or accredited school in which the student seeks or intends to enroll within 5 working days after a receipt of a written or electronic request.
2. If records cannot be forwarded within 5 days, the local educational agency or accredited school shall notify the requestor in writing or electronically providing the reasons why the local educational agency or accredited school is unable to comply within the 5-day timeframe and the local educational agency or accredited school shall provide the date by which the requested records will be transferred.
3. A local educational agency or accredited school may not refuse to transfer files because a student owes fines or fees.
4. The files that are forwarded must include education records in the permanent file, special education records, and any disciplinary actions taken against the student that are educationally related.
5. A local educational agency or accredited school may release student information to the juvenile justice system to assist the system's ability to effectively serve, prior to adjudication, the student whose records are released under the provisions of 20 U.S.C. 1232g(B)(1)(E) of the Family Educational Rights and Privacy Act of 1974, as amended. The official to whom the records are disclosed shall certify in writing to the sending official that the information will not, except as provided by law, be disclosed to any other party without prior written consent of the parent of the student.
6. The Superintendent of Public Instruction is encouraged to contact other states or provinces and may enter into reciprocal records transfer agreements with the superintendent of public instruction or a department of education of any state or province. The superintendent of public instruction shall supply a copy of any reciprocal records transfer agreement that is executed to the county superintendent of each county that may be affected by the agreement.
7. Upon request, the local educational agency or accredited school shall transfer by mail or electronically a copy of the permanent file to a nonpublic school or facility.
8. As used in this section, "local educational agency" means a public school district or a state-funded school.

AMENDMENT OF RECORDS

When a parent believes the information contained in the student's education record is inaccurate, misleading or in violation of the privacy or other rights of the student, the parent may ask the school district to amend the record. If the school district decides not to amend the record, the parents shall be informed of their right to request a hearing under FERPA 99.21, 99.22. (For IDEA, see also 34 CFR 300.567-300.570) If, as a result of the hearing, the school district decides that the information in the education record is accurate and not a violation of the privacy rights of the student, the school district must inform the parent of the right to place a statement in the record commenting on the contested information and stating why he or she disagrees with the decision of the hearing officer. Such a statement must be disclosed whenever the school district discloses the portion of the education record to which the statement relates.

COMPLAINT AND ENFORCEMENT

A person may file a complaint regarding an alleged violation under FERPA by writing the Family Policy Compliance Office, U. S. Department of Education, Washington, D.C. 20202-4605 (FERPA 99.60-99.64).

SPECIAL EDUCATION RECORDS UNDER IDEA

All special education records are subject to the FERPA requirements. In addition, under IDEA, the following rules apply:

Parental Rights

The parent has a right to have a representative of the parent inspect and review the education records [34 CFR 300.562(3)].

The parent has a right to a response from the school district to reasonable requests for explanations and interpretations of the records [34 CFR 300.562(b)(1)].

Access

1. When a parent requests to inspect or review his/her student's education records, a school district shall comply with the request without unnecessary delay and before any meeting regarding an IEP or any due process hearing [34 CFR 300.562(a)].
2. The school district shall maintain, for public inspection, a current listing of the names and positions of those employees within the agency who have access to personally identifiable information [34 CFR 300.572(d)].
3. At parent(s) request, the school district shall provide parents a list of the types and locations of education records collected, maintained, or used by the school (34 CFR 300.565).
4. Parental consent must be obtained before personally identifiable information is used for any purpose other than meeting a requirement under IDEA (34 CFR 300.571).

Destruction

1. The school district must maintain special education records for a minimum of five years beyond the date of cessation of special education services or per parent request when no longer needed by the school (IDEA 34 CFR 300.573, Local Government Retention Schedule 7, XIII, 1).).
2. The IEP must be retained for seven years if the school received Medicaid reimbursement for services identified in the IEP.
3. The school district shall inform parents when personally identifiable information is no longer needed to provide educational services to the student. At the request of the parents, the information must be destroyed. However, a permanent record of a student's enrollment must be maintained (34 CFR 300.573, 20-1-213 MCA).

SUMMARY

	Permanent Records (Required) For All Enrolled Students	Cumulative Records (Recommended)	Special Education Records	Directory Information
	<ol style="list-style-type: none"> 1. Name and address of student 2. Name and address of parent(s) or guardian 3. Date of birth 4. Academic work completed 5. Level of achievement (e.g., grades, standardized test scores, grade level completed) 6. Immunization record—certified copy 7. Attendance data 8. Discipline records (out of school suspensions and expulsions) 	<ol style="list-style-type: none"> 1. Access log 2. Health records 3. Standardized test results less than three years old (e.g., intelligence, aptitude, interest or personality tests) 4. Educational and vocational plans 5. Record of extracurricular activities 6. Objective teacher evaluations/reports 7. Parental authorizations or prohibitions 8. Discipline records 	<ol style="list-style-type: none"> 1. Access log 2. Current referral forms 3. Permission for evaluation 4. Child study team report with accompanying evaluation data 5. Individualized education program 6. Permission for program placement 7. Other special education records as required 	<ol style="list-style-type: none"> 1. Name, address, telephone number of student 2. Date and place of birth 3. Major field of study 4. Participation in officially recognized activities and sports 5. Weight and height of members of athletic teams 6. Dates of attendance 7. Degrees and rewards received 8. The most recent previous education agency or institution attended by the student 9. Other similar information
<i>Access</i>	Parents or eligible students designated under Access Rights	Parents or eligible students designated under Access Rights	Parents or eligible students designated under Access Rights	In accordance with school district policy
<i>Transfer Records</i>	Copy of permanent records will be sent to other school systems in compliance with FERPA. Original immunization record (blue card) is sent to new school.	Cumulative records will be sent to other school systems in compliance with FERPA	Special education records will be sent to other school systems as part of education records	Directory record will be sent to other school system as part of education record
<i>Security</i>	Kept in fireproof file or vault in the school building	Locked storage	Locked storage	Not applicable
<i>Maintenance</i>	Information kept current and accurate	Periodically reviewed with outdated information destroyed in accordance with board policy	Periodically reviewed with selected outdated information placed in a historical file	Information kept current and accurate
<i>Destruction</i>	Never. Maintained in perpetuity for every student who has been enrolled in the district or rural schools in the county superintendent's office	Destroyed in accordance with board policy and local government retention schedule 7, after the student graduates or permanently leaves the district	Destroyed five years from the end of the student's special education services or per parent request in 300.573 when no longer needed by the school	Destroyed in accordance with board policy and local government retention schedule 7, after the student graduates or permanently leaves the district

APPENDIX D

School Day, Week, Year



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Appendix D—School Day, Week, Year

SCHOOL YEAR AND SCHOOL WEEK

1. The school fiscal year must begin on July 1 and end on June 30 (20-1-301).
2. The school district shall schedule a school term of at least the minimum aggregate hours, in accordance with state law (20-1-301 through 20-1-305 MCA).
 - a) 360 aggregate hours of pupil instruction for kindergarten.
 - b) 720 aggregate hours for grades 1 through 3.
 - c) 1,080 aggregate hours for grades 4 through 12.
 - d) Exception: 1,050 aggregate hours for graduating seniors.
3. A Saturday may not count as an instructional day unless it is used as a make-up day when an emergency has closed the school during the regular school week. In such emergencies, approval for holding school on a Saturday must be obtained from the local board of trustees (20-1-303 MCA)

STANDARD SCHOOL DAY

1. “A school day of pupil instruction must be at least 2 hours for kindergartens, at least 4 hours for grades 1 through 3, and at least 6 hours for grades 4 through 12. The number of hours in any one school day may be reduced at the discretion of the trustees if the total number of pupil instruction hours in the school year is not less than the minimum aggregate hours required in 20-1-301 MCA.” (20-1-302 MCA)
 - a) Lunch time may not be counted toward meeting the standard school day nor minimum aggregate hours required.
 - b) “unstructured recess periods may **not** be counted as part of the mandated hours of pupil instruction. However, recess periods, for which there has been an identifiable effort to provide guidance and structure and which are directly or indirectly under supervision of the certified teacher, may be counted as pupil instruction under 20-1-101(11), 20-1-302 MCA and ARM 10.15.101(41).”
 - c) Although passing time between classes may be counted toward meeting the standard school day and the minimum aggregate hours required, passing time may not be counted as instructional time needed to meet the requirements of a “unit” of time. (ARM 10-55.902, 904-906)

Hours and Days of Instruction

Pupil instruction-Related Days

10.65.101 POLICY GOVERNING PUPIL INSTRUCTION-RELATED DAYS APPROVED FOR BASE FUNDING PROGRAM CALCULATIONS

(1) A school which in any fiscal year was in session for at least 180 pupil instruction days and provided the minimum aggregate hours required (20-1-301) may count for the year's foundation program a maximum of seven PIR days with a minimum of three of the days for instructional and professional development meetings or other appropriate inservice training. These seven PIR days in addition to the required 180 pupil instruction days and the minimum aggregate hours may be counted provided that such additional days did not include any time counted for pupil instruction as provided in 20-1-302, MCA and were used for one or more of the following purposes in accordance with the regulations hereby established:

(a) Staff orientation held prior to the beginning of pupil instruction for the purpose of organization of the school year.

(b) Staff professional development programs scheduled during the year for the purpose of improving instruction (ARM 10.55.714) shall include annual instructional and professional development meetings. Staff may attend either the instructional and professional development meetings or attend the equivalent number of hours of other appropriate inservice training as prescribed by the board of trustees. The board of trustees shall not prescribe equivalent hours during time approved for PI funding.

(c) Parent-teacher conferences for the purpose of acquainting parents with the school and the progress of their children. This day may be divided into hourly increments so as to provide six (6) hours over two (2) days and may occur in addition to, but may not duplicate, a pupil instruction (PI) day.

(d) Post-school record and report completion at the end of the pupil instruction year. This day may be divided so as to provide one-half day at the end of each semester or quarter.

(e) A school district may count for the year's foundation program a total of not more than three and one-half days in addition to the required 90 pupil instruction days and the minimum aggregate hours required for kindergarten purposes, the above-named purposes.

10.65.102 REPEALED.

10.65.103 PROGRAM OF APPROVED PUPIL INSTRUCTION-RELATED DAYS (1) A copy of the program planned and executed for each day approved by the board of trustees (except the annual instructional and professional development meetings) must be kept on file in the office of the appropriate school official.

(2) The program(s) for each approved day referred to in ARM 10.65.101 (1) (a) - (d) shall be planned and executed so as to require the participation of each professional staff member for a total of six hours for each approved PIR day. Professional development time may be divided into no less than two hour increments to facilitate delivery of professional development programs.

(3) Saturdays and holidays, while not pupil instruction days, may be approved for pupil instruction-related days noted in ARM 10.65.101 (1) (a) - (d).

APPENDIX E

General Information, Codes and Regulations



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Appendix E—General Information

Department of Justice—Office of Public Instruction Annual Process for Effect of Fire Inspection Reports On Accreditation Status

1. First Inspection—first violations

- Letter to school from Deputy State Fire Marshal
- Copy of letter to Office of Public Instruction (OPI) Accreditation Division

2. Second inspection—with same violations

- Letter to school from Deputy State Fire Marshal
- Copy of letter to the OPI Accreditation Division

The following standard paragraph should be included in bold type, which will serve as a key indicator to the OPI:

“Due to the noted violations, this facility is in violation of Rule 10.55.2001, School Facilities of Sub-Chapter 20 of the Montana School Accreditation Standards and Procedures Manual. We will be requesting the Office of Public Instruction take appropriate action to ensure compliance with the accreditation safety standards.”

The OPI will note the deviation(s) on the final accreditation letter. Note of these deviation(s) alone may not necessarily create a recommendation to the Board of Public Education for an advice or deficiency status.

3. Third inspection—with same violations

- Letter to school from State Fire Marshal
- Copy of letter to the OPI Accreditation Division

The following standard paragraph should be included in bold type:

“The school district has 30 days from the date of this letter to provide an acceptable plan of correction and begin the implementation of said corrections. Failure to comply will result in this matter being forwarded to the (insert county name) County Attorney’s office for legal action.”

The OPI will note deviation(s) on the final accreditation letter. On a third occurrence, the school will be recommended to the Board of Public Education for an **advice** accreditation status. Dependent upon the noted seriousness of the violations as determined by the State Fire Marshal (life threatening), a recommendation of **deficiency** status may be recommended.

The Department of Justice (DOJ) will forward documentation of corrective action by the school or acknowledgment of an extension provided to the school by DOJ to the OPI Accreditation Division.

4. **DOJ refers the case to a County Attorney or issues a State Fire Marshal Order**

- Copy of case report or order to the OPI—Accreditation Division

The OPI recommends to the Board of Public Education that the school receive an accreditation status of deficiency. The OPI may recommend that the Board of Public Education consider holding a hearing with the appropriate school officials.

At every level, if the Department of Justice accepts a plan of corrections from a school, the OPI will be advised. The OPI then will remove or change the school's status in their files.

Information that is received by the OPI from DOJ after February 15 will not be able to be used for the current school year unless the information can be used to clear a school from an advice/deficiency status. The Board of Public Education determines the accreditation status of each school at the regularly scheduled March meeting.

At any level of inspection, nothing precludes a recommendation of advice or deficiency if the severity of the situation as noted by the State Fire Marshal warrants such action.

SCHOOL FACILITY REFERENCE LIST

- 1) Building Codes
Department of Commerce
301 S. Park
PO Box 200517
Helena, MT 59620-0517
(406) 444-3933
- 2) State Fire Marshall
Department of Justice
303 N. Roberts
PO Box 201415
Helena, MT 59620-1415
(406) 444-2050
Fax: (406) 444-9155
- 3) Water Resources
Department of Natural Resources
and Conservation
48 N. Last Chance Gulch
PO Box 201601
Helena, MT 59620-1601
(406) 444-6601
Fax: (406) 444-5918
*The state is broken into eight regions.
**(See Attachment A)
- 4) Disaster and Emergency Services
Department of Military Affairs
100 N. Main
PO Box 4789
Helena, MT 59604-4789
(406) 444-6611
Fax: (406) 444-6965
- 5) Environmental Quality
Department of Environmental Quality
1520 E. Sixth Ave.
PO Box 200901
Helena, MT 59620-0901
Phone:
<http://deq.mt.gov>
**(See Attachment B)
**(See Attachment C)
- 6) Insurance Commissioner
840 Helena Ave.
PO Box 4009
Helena, MT 59604-4009

ATTACHMENT A

Water Resource Regions

Billings

1537 Avenue D, Suite 121
Billings, MT 59102
Phone: 657-2105
122-2105
122-2911
Fax: 245-2064

Big Horn	Prairie
Carbon	Rosebud
Carter	Stillwater
Custer	Sweet Grass
Fallon	Treasure
Powder River	Yellowstone

Bozeman

151 Evergreen Dr., Suite C
Bozeman, MT 59715
Phone: 586-3136
586-3137
Fax: 587-9726

Gallatin Park	Madison
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Glasgow

630 3rd Ave. South
PO Box 1269
Glasgow, MT 59230-1269
Phone: 228-2561
Fax: 228-8706
email:

Daniels	Richland
Dawson	Roosevelt
Garfield	Sheridan
McCone	Valley
Phillips	Wibaux

Havre

1708 W. 2nd Street
PO Box 1828
Havre, MT 59501-1828
Phone: 265-5516
265-2225
Fax: 265-2225

Blaine	Liberty
Chouteau	Pondera
Glacier	Teton
Hill	Toole

Helena

PO Box 201601
21 N. Last Chance Gulch
Helena, MT 59620-1601
Phone: 449-0944
Fax: 442-9315

Beaverhead	Lewis & Clark
Broadwater	Powell
Deer Lodge	Silver Bow
Jefferson	

Kalispell

3220 Hwy 93 South
PO Box 860
Kalispell, MT 59903-0860
Phone: 752-2288
Fax: 752-2843

Flathead Lake	Lincoln Sanders
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Lewistown

613 NE Main, Suite E
Lewistown, MT 59457-2020
Phone: 538-7459
538-7012
Fax: 538-7089

Cascade	Meagher
Fergus	Musselshell
Golden Valley	Petroleum
Judith Basin	Wheatland

Missoula

Town & Country Shopping Center
1610 S. 3rd St. W., Suite 103
PO Box 5004
Missoula, MT 59806-5004
Phone: 721-4284
Fax: 542-1496

Granite	Missoula
Mineral	Ravalli

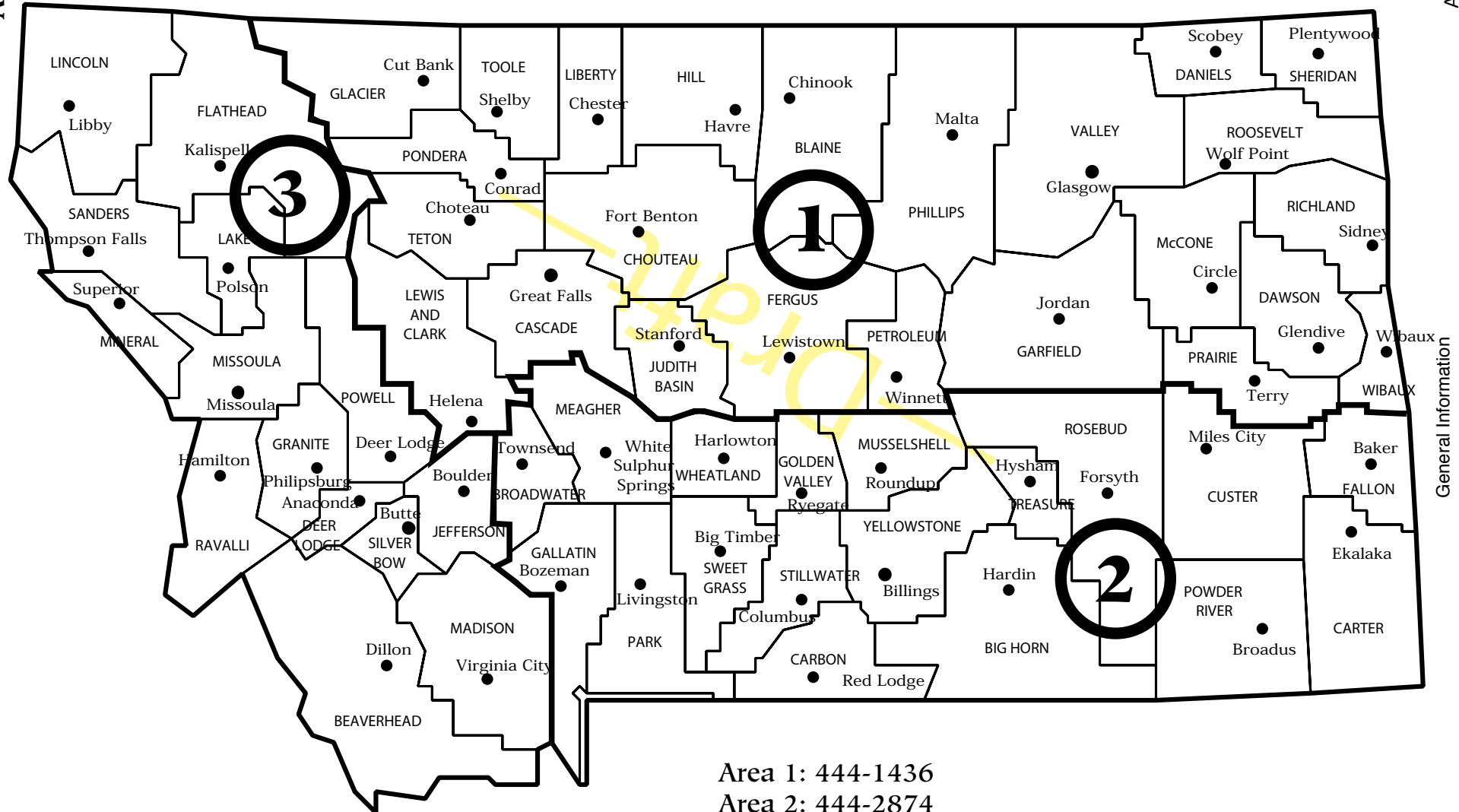
Montana Water Court

601 Haggarty Lane
PO Box 879
Bozeman, MT 59771-0879
Phone: 800-624-3270
Fax: 586-4374

Montana Watercourse

MSU, Culbertson Hall
Room 201
Bozeman, MT 59717
Phone: 994-6671
Fax: 994-1919

Hazardous Waste Program Regulatory Unit Assigned Areas



ATTACHMENT C

County Sanitarian Offices

Beaverhead

County Sanitarian's Office
2 S. Pacific St.
Dillon, MT 59725-2799
Phone: 683-4868
Fax: 683-4787

Big Horn

County Sanitarian's Office
809 N. Custer Ave.
Hardin, MT 59034
Phone: 665-3310
Fax: 665-1025

Blaine

County Sanitarian's Office
400 Ohio
PO Box 576
Chinook, MT 59523
Phone: 357-3310
Fax: 357-2199

Broadwater

County Sanitarian's Office
515 Broadway
Townsend, MT 59644
Phone: 266-3443
Fax: 266-3674
(Tuesdays only--Hm: 866-3482)

Carbon

County Sanitarian's Office
Administration Bldg.
PO Box 466
Red Lodge, MT 59068
Phone: 446-1694
Fax: 446-2640 at Courthouse

Carter

See Fallon County

Cascade

County Sanitarian's Office
City-County Health Dept.
1130 17th Ave. S.
Great Falls, MT 59405
Phone: 454-6950
Fax: 454-6959

Chouteau

County Sanitarian's Office
Courthouse
PO Box 459
Ft. Benton, MT 59442-0459
Phone: 622-5151
Fax: 622-3631
(Mondays only--Hm: 866-3482)

Custer

County Sanitarian's Office
Courthouse
1010 Main Street
Miles City, MT 59301
Phone: 233-3490
Fax: 233-3491

Daniels

See Roosevelt County

Dawson

County Sanitarian's Office
207 W. Bell
Glendive, MT 59330
Phone: 365-5772
Fax: 365-2022
(Prairie, Wibaux)

Deer Lodge

County Sanitarian's Office
800 S. Main St.
Anaconda, MT 59711
Phone: 563-4066
Fax: 563-4001
(Granite, Powell)

Fallon

County Sanitarian's Office
PO Box 667
Baker, MT 59313
Phone: 778-3558 (h)
778-3329 (School)
Fax: 778-3431
(Carter, Powder River)

Fergus

Central Montana Health District
County Sanitarian's Office
1306 1st St. West
Roundup, MT 59072
Phone: 323-3460 use as Fax, call first
Cellular: 855-3021
(Golden Valley, Judith Basin, Musselshell,
Petroleum, Wheatland)

Flathead

County Sanitarian's Office
Flathead City-Co. Health Dept.
723 5th Ave. E
Kalispell, MT 59901
Phone: 758-5760
Fax: 758-5859

Gallatin

County Sanitarian's Office
Environmental Health Services
Courthouse, Rm. 304
311 W. Main
Bozeman, MT 59715
Phone: 582-3120
Fax: 582-3003

Garfield

See Treasure County

Glacier

County Sanitarian's Office
1210 E. Main
Cut Bank, MT 59427
Phone: 873-4461

Golden Valley

See Fergus County

Granite

See Deer Lodge County
Phone: 859-3771 (Courthouse)

Hill

County Sanitarian's Office
Courthouse
315 4th St.
Havre, MT 59501
Phone: 265-5481 x 66
Fax: 265-5487
(Liberty)

Jefferson

County Sanitarian's Office
Courthouse
Box H
Boulder, MT 59632
Phone: 225-4126
Fax: 225-4151

Judith Basin

See Fergus County

Lake

County Sanitarian's Office
Courthouse
106 4th Ave. E
Polson, MT 59860
Phone: 883-7236
Fax: 883-7205

Lewis & Clark

County Sanitarian's Office
City-County Bldg.
316 N. Park
PO Box 1723
Helena, MT 59624
Phone: 447-8351
Fax: 447-8370

Liberty

See Toole County

Lincoln

County Sanitarian's Office
418 Mineral Ave.
Libby, MT 59923
Phone: 293-7781 x 228
Fax: 293-5640

McCone

See Richland County

Madison

County Sanitarian's Office
PO Box 278
Virginia City, MT 59755
Phone: 843-4275
Fax: 843-5517

Meagher

County Sanitarian's Office
1306 1st St. W.
Roundup, MT 59072
Phone: 323-3460
Cellular: 855-3021

Mineral

County Sanitarian's Office
300 River St.
PO Box 396
Superior, MT 59872
Phone: 822-3526
Fax: 822-3579

Missoula

County Sanitarian's Office
City-County Health Dept.
301 W. Alder St.
Missoula, MT 59802
Phone: 523-4755
Fax: 523-4781

Musselshell

See Fergus County

Park

County Sanitarian's Office
414 E. Callender
Livingston, MT 59047
Phone: 222-4142
Fax: 222-4199

Petroleum

See Fergus County

Phillips

County Sanitarian's Office
PO Box 318
Malta, MT 59538
Phone: 665-2465
Fax: 654-2429

Pondera

County Sanitarian's Office
809 Sunset Blvd.
Conrad, MT 59425
Phone: 278-3247
Fax: 278-3248
(Wednesday & Thursday)

Powder River

See Fallon County

Powell

County Sanitarian's Office
409 Missouri
Deer Lodge, MT 59722
Phone: 846-3680 x 13
Fax: 563-8428
(See Deer Lodge Co. for mailing)

Prairie

See Dawson County

Ravalli

County Sanitarian's Office
Courthouse
Box 5019
205 Bedford
Hamilton, MT 59840
Phone: 375-6268 or 6269
Fax: 375-6326

Richland

County Sanitarian's Office
221 5th St. SW
Sidney, MT 59270
Phone: 482-2207
(McCone)

Roosevelt

County Sanitarian's Office
212 Main St.
PO Box 416
Culbertson, MT 59218
Phone: 787-6273 24 hr. messages
Fax: 787-6612

Rosebud

County Sanitarian's Office
251 N. 17th
PO Box 388
Forsyth, MT 59327
Phone: 356-2156
Fax: 356-7551

Sanders

County Sanitarian's Office
Courthouse
PO Box 519
Thompson Falls, MT 59873
Phone: 827-4396
Fax: 827-4388

Sheridan

See Roosevelt County

Silver Bow

County Sanitarian's Office
25 W. Front St.
Butte, MT 59701
Phone: 723-3274
Fax: 723-7245

Stillwater

County Sanitarian's Office
Courthouse
400 3rd Ave. N
PO Box 111
Columbus, MT 59019
Phone: 322-5237
Fax: 322-4698
(Sweet Grass)

Sweet Grass

(See Stillwater County)

Teton

County Sanitarian's Office
Courthouse Circle
PO Box 610
Choteau, MT 59422
Phone: 466-2150
Cellular: 788-8902
Fax: 466-2138
(Monday, Tuesday, Alternate Fridays)

Toole

County Sanitarian's Office
Courthouse
226 1st St. S.
Shelby, MT 59474
Phone: 434-5032
Fax: 434-2467

Treasure

County Sanitarian's Office
524 N. Crow Ave.
Hardin, MT 59034
Phone: 665-1156
(Garfield)

Valley

County Sanitarian's Office
Courthouse Annex
501 Court Square #1
Glasgow, MT 59230-2405
Phone: 228-8221 x 64
Fax: 228-4030

Wheatland

See Fergus County

Wibaux

See Dawson County

Yellowstone

County Sanitarian's Office
City-County
PO Box 35033
Billings, MT 59107
Phone: 256-2770
Fax: 256-2767

TRIBAL HEALTH SERVICES

Blackfeet Tribe

Box 165
Browning, MT 59417

Flathead Tribe

Tribal Sanitarian
Flathead Health Center
PO Box 358
St. Ignatius, MT 59865
745-2411
Fax 745-4235

Rocky Boy Tribe

Chippewa Cree Tribal Health Center
Box Elder, MT 59521
395-4490
Fax 395-4408

PHS Indian Health Services

Billings

Chief, Env. Health Services Branch
Institutional Sanitarian
2900 4th Avenue N, Room 307
PO Box 2143
Billings, MT 59103
247-7099
Fax 247-7229

Crow Service Unit

Field Sanitarian
Environmental Health & Eng.
PHS Indian Hospital
PO Box 9
Crow Agency, MT 59022
638-3473
Fax 638-3569

Blackfeet Service Unit

Field Sanitarian
PHS Indian Hospital
PO Box 760
Browning, MT 59417
338-6170
Fax 338-2437

Fort Belknap Service Unit

Tribal Sanitarian
PHS Indian Hospital
Route 1 Box 67
Harlem, MT 59526
353-2651
Fax 353-2998

Northern Cheyenne Service Unit

Tribal Sanitarian
PHS Indian Health Center
PO Box 70
Lame Deer, MT 59043
477-6368
Fax 477-8366 or 477-6227

Fort Peck Service Unit

Tribal Sanitarian
PHS Indian Health Service
Verne E. Gibbs Health Center
PO Box 67
Poplar, MT 59255
768-5301, 3491
Fax 768-3603 or 768-5121

APPENDIX F

Recommended Program Guidelines



opi.mt.gov

Appendix F—Recommended Program Guidelines

GIFTED AND TALENTED schools shall provide educational services to students commensurate to their needs. It is recommended that such services shall be outlined in a comprehensive district framework that includes:

1. Identification of talent areas and student selection criteria according to a written program philosophy;
2. A curriculum that reflects student needs;
3. Teacher preparation;
4. Criteria for formative and summative evaluation;
5. Supportive services; and
6. Parent involvement.

APPENDIX G

Duties of District Superintendent or County High School Principal



opi.mt.gov

Appendix G—Duties of District Superintendent or County High School Principal

20-4-402. Duties of district superintendent or county high school principal. The district superintendent or county high school principal is the executive officer of the trustees and, subject to the direction and control of the trustees, the executive officer shall:

- (1) have general supervision of all schools of the district and the personnel employed by the district;
- (2) implement and administer the policies of the trustees of the district;
- (3) develop and recommend courses of instruction to the trustees for their consideration and approval in accordance with the provisions of 20-7-111;
- (4) select all textbooks and submit the selections to the trustees for their approval in accordance with the provisions of 20-7-602;
- (5) select all reference and library books and submit the selections to the trustees for their approval in accordance with provisions of 20-7-204;
- (6) have general supervision of all pupils of the district, enforce the compulsory attendance provisions of this title, and have the authority to suspend for good cause a pupil of the district;
- (7) report the pupil attendance, absence, and enrollment of the district and other pupil information required by the report form prescribed by the superintendent of public instruction to the county superintendent, or county superintendents when reporting for a joint district; and
- (8) perform other duties in connection with the district as the trustees may prescribe.